

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Operations

Office of Information Management and Technology

Office of Information Management

Office of Business and Customer Assurance

Division of Management Services

Effective Date: December 14, 2018

1. Division of Management Services (DCNFACB).

- A. Establishes administrative policies and processes that are consistent with the Food and Drug Administration (FDA) policies and guidelines and manages all administrative activities for the Office of Information Management and Technology (OIMT).
- B. Advocates, communicates and manages liaison services between OIMT and external offices/organizations, as well as within OIMT, as it relates to policies and processes for all administrative areas of OIMT.
- C. Manages strategic operations for OIMT in the following areas: timekeeping, building and parking services, data calls, and purchasing.
- D. Serves as the OIMT budget liaison and collaborates with the Office of Finance, Budget & Acquisitions (OFBA).

2. Authority and Effective Date.

The functional statements for the Division of Management Services were approved by the Secretary of Health and Human Services and effective on December 14, 2018.

**Department of Health and Human Services
Food and Drug Administration
Office of Operations
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Division of Management Services**

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(DCNFACB)

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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Operations, Office of Information Management and Technology, Office of Information Management, Office of Business and Customer Assurance, Division of Management Services organization structure depicting all the organizational structures reporting to the Director.

Division of Management Services (DCNFACB)